

Posted date: JUL 26 2022

Re Posted AUG 08 2022



**REQUEST FOR QUOTATION**

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_


TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **SUPPLY, DELIVERY AND RECONFIGURATION OF MODULAR PARTITIONS AT 17<sup>TH</sup> FLOOR SBCORP HEAD OFFICE** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **July 29, 2022 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration/BIR 2303, Omnibus Sworn Statement and Income Tax Return** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph)

  
**Ms. Rowena G. Betia**  
BAC Chairperson

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.



<p>1.2 Installation of additional tables in accordance with the approved layouts for 1702 (11 tables) and 1703 &amp; 1704 (7 tables);</p>	
<p>2. Supply of additional parts of workstations matched to the existing modular partitions;</p>	
<p>3. Electrical installation for 1702, 1703 &amp; 1704</p>	
<p>4. Refurbishing of table tops (green table) in the area covered 1701 with stickers to match the existing color of tables with that of 1702, 1703.&amp; 1704.</p>	
<p>5. Transfer of modular divider from 1702 to 17<sup>th</sup> LRT Room to replace the accordion-type divider. Re-Installation of said accordion divider to 1703 Conference Room.</p>	
<p><b>IV. TIMELINE/PROJECT COMPLETION</b> In compliance with the building requirements, the implementation or conduct of the project shall only be during weekend to start Friday night, full day of Saturday and Sunday, which shall be completed for at least three (3) weekends from receipt of Notice to Proceed/Award.</p>	
<p><b>V. BUDGET</b> The estimated budget requirement to cover the cost is P800,000.00 and is within ASU's submitted 2022 budget, and included in the 2022 Corporate Operating Budget (COB).</p>	
<p><b>VI. LIQUIDATED DAMAGES</b> Section 8.8.1 of the 2016 Revised Implementing Rules and Regulations – Annex E, when the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay SB Corporation for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.</p> <p>Further, Section 8.8.4 of the same guidelines provides that in case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the SB Corp may rescind the contract, forfeit the contractor's performance</p>	

security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract	
<b>DELIVERY REQUIREMENT</b>	
a) In compliance with the building requirements, the implementation or conduct of the project shall only be during weekend to start Friday 6pm – 12 midnight, full day until 12 midnight of Saturday and Sunday, which shall be completed for at least three (3) weekends from receipt of Notice to Proceed/Award.	
b) 1 lot	
<b>Terms of Payment:</b> Check payment, 15 days after the delivery	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>Php 800,000.00 Inclusive of Tax</b>			In words _____ In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies

payable.

5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_